

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

---

## Minutes of Meeting

March 15, 2007

**Board Members Present:** C. Howard, A. Hanzalek, J. Long, J. Padilla, V. Socci,  
J. Titley and N. Whitehead

**Staff Present:** M. Harris, E. Klonoski, D. Goldsmith, G. Claffey, H. White, and  
C. Williams

**Guests:** Scott Ciecko - Budget Analyst, DHE

### 1. Call to Order

C. Howard called the meeting to order at 12:20 p.m. and introduced Scott Ciecko, who was just recently appointed as a Budget Analyst at the Department of Higher Education.

### 2. Approval of Minutes of Meeting January 19, 2007

On a motion made by J. Titley, and moved by A. Hanzalek, the Board **APPROVED** the Minutes of January 19, 2007.

### 3. Action Items

#### COSC

#### A. Conferral of Degrees

On a motion made by J. Padilla and seconded by J. Long, the Board **APPROVED** Resolution 07-05, Conferral of Degrees.

### 4. Personnel Committee Report

J. Titley reported that the College is seeking approval for two positions and three position descriptions for the IT Department. These positions relate to ongoing work with the new Student Information System (Jenzabar). With the recent resignation of two key employees who were working on this project, staff has reviewed the critical technology skills that would be needed from this point forward in order to implement the Jenzabar system. There will be no impact on this year's budget since the positions replace other previously approved positions. The Personnel Committee recommends approval.

On a motion made by A. Hanzalek and seconded by J. Padilla, the Board **APPROVED** Resolution, 07-06 Personnel Changes and Position Descriptions.

## 5. Reports & Discussion Items

### A. Growth in Technology

At this point in the meeting, C. Howard introduced George Claffey, BSAA CIO, who provided the Board with an overview about the growth in technology for both the College and the CTDLC. C. Howard noted that at the end of the Board meeting, members are invited to see the new Data Center.

G. Claffey reported about the progress of the College and the CTDLC with respect to the growth in technology since 1999; pointing out the following:

- The Gartner Networking Maturity Model calls for five phases for an IT model growth to be at its optimum. The BSAA is at Phase 3 (Proactive Phase) which is where most organizations want to be configured. Eventually, the BSAA would like to be at Phase 4.
- 1999: the College relied upon Central CT State University for its e-mail and Internet and relied upon the CT Community Colleges and Department of Higher Education for its Student Information System hosting and programming. At that time, the College relied heavily on outside organizations.
- 2001: The College operated its own network, e-mail, file / print servers, created and maintained financial aid software / server, began centralized anti-virus and back-up services. The CTDLC was co-located and cost shared servers at Creative Change; served 24,000 students and began providing internal server management and anti-virus management.
- 2004-2005: BSAA built its first Data Center, generator backup, HVAC system, dedicated power lines, and provided Internet via the CT Education Network (CEN). Charter Oak further developed a web presence including an online Admissions Application, created a testing environment for the Student Information System, and connected and transitioned to Core-CT / PeopleSoft for our HR / accounting tasks. The CTDLC migrated all servers to the BSAA Data Center in order to increase bandwidth 100x, began central storage of core data on the Storage Area Network as well as centralized backups, disaster recovery, and served 48,000 students.
- Today, the BSAA data center expansion is completed with redundant firewalls, 24x7 contracts with vendors, capacity to double current infrastructure, (projected through 2011), greater centralized monitoring, and added new servers for Financial Aid Software, increased support for new e-Learning customers, and continuation of growth of the Vista Architecture for Community Colleges.

The Board members were impressed with the significant technology transformations that have occurred since 1999. The members commented that these critical technology upgrades and the renovations are largely due to the very professional and talented staff. The members noted the importance for the Board to continue to make investments in technology.

## **B. Legislative Update**

M. Harris reported that she has testified at the General Assembly on a number of issues including CT WAGE proposal, early childhood, a master plan for higher education, and financial aid. Additionally, E. Klonoski testified before the Education Committee about the CT Virtual Learning Center. Staff presented its budget to the entire Appropriations Committee as well as to the Higher Education Appropriations subcommittee. M. Harris pointed out that Charter Oak State College receives the lowest share of state funding from all of the public institutions. M. Harris announced that Nancy Whitehead and five other Charter Oak representatives spoke at the Appropriations Committee public hearing. Several legislators complimented our students about their well-written remarks.

## **C. Affirmative Action Report**

Cliff Williams distributed a summary about the BSAA Affirmative Action report that is being filed today with the Commission on Human Rights and Opportunities (CHRO). The BSAA achieved 75% success rate of the short-term hiring goal with the 2005-2006 plan; fifty percent of the six new hires were goal candidates. In addition, 90% of the Small Business Enterprises (SBE) purchasing targets were achieved and also 100% of the Minority Business set-aside program. In short, the agency had very good results with last year's plan. Four short-term goals (2 Hispanic Females, 1 Black Male, and 1 Black Female) have been identified in the 2006-2007 plan.

## **D. Pandemic Report**

E. Klonoski reported about the BSAA's role in the state's Continuity of Operations Plan (COOP) in case of a pandemic. Last month, the State of Connecticut held a Functional Simulation Exercise. The BSAA staff performed very well. E. Klonoski described the State simulation and reported that summary documents are being prepared.

## **E. Strategic Planning**

C. Howard announced that a Board session on Strategic Planning is scheduled for Thursday, April 5 at 12 noon. Linda Campanella will facilitate the meeting.

## **F. Draft of Ethics Statement**

M. Harris distributed a draft of an Ethics Statement for the Board. She requested Board members review the draft and provide comments to her before the May meeting when the Board will be asked to approve an Ethics Statement.

## **G. CTDLC Report**

The Board received the report.

## **H. Marketing Report**

The Board received the report.

## **I. Financial Reports**

The Board received the report.

## **J. Enrollment Management Reports**

The Board received the report.

## **K. Adjunct Faculty Report**

The Board received the report.

## **6. Chairman's Report**

## **7. Executive Director's Report**

M. Harris reported on the following activities:

- Accreditation: S. Adams and M. Harris traveled to Boston to discuss the report with the Commission on Institutions of Higher Education. We are awaiting an official letter but have been advised that the College will be accredited for ten (10) years. We will need to do a progress report in three years on some items and in five years on other items.
- The contract with Aetna is signed. The contract covers the cost of the Academic Counselor who will service about twenty (20) students at all times.
- The Commencement is scheduled for Sunday, June 3.
- The week of April 19 is Nontraditional Student week. The College has a host of exciting activities planned and will webcast most of the events.
- Staff continues to look at additional space. The Alumni Road property has some major problems and repairs that are needed. The Department of Public Works is working with the landlord to come to a successful conclusion and to get the repairs made. Staff is also looking at a number of sites for the possibility of a new building location to house Charter Oak and the CTDLC.

## **8. Other Business**

No further business.

## **9. Adjournment**

At 2 p.m., on a motion made by J. Titley and seconded by A. Hanzalek, the Board  
ADJOURNED.

---

**Secretary**  
**March 15, 2007**